



State of New Hampshire
DEPARTMENT OF ADMINISTRATIVE SERVICES
BUREAU OF PLANNING & MANAGEMENT
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How to submit a “Letter of Interest” offering rental property in response to a State of New Hampshire “Request for Proposal” (RFP)

The following document is provided as a convenience to parties wishing to submit a “Letter of Interest” in response to a State of NH “Request for Proposal” (RFP) for rental property, providing inclusion of all topics to be set forth in such letters, as required by CHAPTER Adm 600 Plant and Property Management Rules, Part Adm 610 Agency Leases, section Adm 610.09 “Content of Letters of Interest”. Use of this document is not mandatory, however, all topics set forth herein must be included in all “Letters of Interest”.

- 1) Prior to the submission of a “letter of interest” responding to a RFP, each individual or association wishing to engage in the State of NH rental agreement process must:
 - a) Request from the soliciting agency - or log onto the Bureaus WEB site at <http://admin.state.nh.us/bpm/index2.asp> - a copy of the specifications provided with each RFP that outlines the minimal requirements the proposed rental space must provide. Review the requirements prior to offering rental space.
 - b) Request from the soliciting agency - or log onto the Bureaus WEB site at <http://admin.state.nh.us/bpm/index2.asp> - a copy of the State of New Hampshire’s standard lease agreement. Review the agreement prior to offering rental space.
- 2) Prior to the submission deadline noted in the “RFP”, each interested party must submit a “Letter of Interest” in writing to the address specified in the “RFP”. Each “Letter of Interest” must address all topics and requirements specified in the “RFP”, and also provide the information solicited in the following pages:

“Letter of Interest” submitted in response to a certain State of NH “Request for Proposal” of rental property

1. I _____ a sole proprietor;
or;
I _____ the **legally authorized** representative of the
following company _____

2. With the following business address:

with the following telephone and email address:

3. Do hereby offer for review, a particular property (or space within said property) in response to a certain “Request for Proposal” of rental space for the State of New Hampshire. The Department soliciting the “RFP” to whom this response is addressed is:

4. I have reviewed the State of New Hampshire’s standard lease agreement and presently believe that, if selected, I and/or those whom I represent, would be willing to accept the terms and conditions set forth in that agreement.

Insert initials and date: _____

5. If the property I have offered for review is selected for “design development” consideration by the State of New Hampshire, I understand that the person or association making this offer is solely responsible for any expenses associated with:
a. Development of any architectural drawings and specifications;
b. The creation of design development plans for any renovations or improvements required to alter the proposed space in order to meet the needs of the State;
c. Any actual renovations or improvements to the proposed space; and
d. Any other costs associated with the design and development process.

Insert initials and date: _____

6. It is understood by the offering person or association that provision of the services outlined in section 5 above is part of the “negotiation” process, and does not guarantee a binding lease agreement with the State of New Hampshire.

Insert initials and date: _____

7. The **property address** offered for the State of New Hampshire’s consideration is:

8. The approximate square footage of the property is:
- Rental (including all common area allocations) square feet: _____
 - Usable square feet: _____

9. A brief description of the building to which the proposed rental property is a part follows:

- Number of floors in the building: _____
- The number of elevators (*specify freight or passenger*) servicing the building: _____
- The elevators (*circle correct text*) ☐ are or; ☐ are not currently operable.
- All utilities and other services related to and required for the occupancy of the building (*circle correct text*) ☐ are or; ☐ are not currently operable.
- The space offered for rent within the proposed property (*circle the correct text*) ☐ is or ☐ is not currently vacant,
- The space offered for rent shall be available for occupancy and/or commencement of renovations on approximately the following date:

- The property and building to which the proposed rental space is a part **is currently in good repair**, ☐ or;
- The property and building to which the proposed rental space is a part **is not currently in good repair**, certain renovations and improvements are required prior to use. ☐

10. The proposed rental space within the building is in need of certain renovations, improvements, modifications or other changes prior to being usable for the purposes identified by the State of NH in the "Request for Proposal". A rough outline of the scope of renovations the proposed space requires is as follows:

11. A listing of the current occupants of the building and the location of those users within the building follows:

12. Provide a description of the parking facilities that would be available to the State of NH if the proposed space were rented; provision of parking is to be included in the proposed annual rent, for no additional “parking fees” will be paid by the State. The description of parking is to include: The number of spaces available, and whether those spaces would be reserved for the State’s exclusive use or be shared in common with others. Describe the location of the parking spaces; are they all in one area? What is the distance or adjacency to the proposed rental space of each proposed parking area? Does the proposed parking area currently provide, or can it be reconfigured to provide, the correct ratio, placement, type, and designation of “Handicapped Accessible” parking spaces and access aisles?

13. Provide (as an attachment) any other specific information required within the specification for the particular “RFP” to which you are responding.

14. Attach an appendix to your “Letter of Interest” consisting of a map diagram of the area surrounding the location of the proposed property, this diagram must:

- a. Highlight (define) the location of the property;
- b. Show (define) the uses of the properties in the area (within 800 feet) surrounding the proposed property (whether industrial, retail, office, educational etc...); and
- c. Show (define) the nature of any businesses (for example: factory manufacturing tires, retail space housing “Home Depot”, office space housing a law office, education facility housing a pre-school, etc...) in the area (within 800 feet) surrounding the proposed property.

15. Attach an accurate architectural floor plan(s) depicting the building to which the proposed rental is part, show the location of the proposed rental premises within the building, as well as the current layout.